



# SITE PLAN APPROVAL APPLICATION

Santa Rosa County Community Planning, Zoning & Development Division  
6051 Old Bagdad Highway  
Milton, FL 32583

Phone: (850) 981-7075 Fax: (850) 983-9874  
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This is not a Construction Plan Review for Code Compliance nor is it a Building Permit application. You must also obtain approval and permits from the Building Department before commencement of construction. Upon approval from this Department, you must submit the approved site plans to the Building Inspection Department.

## I. INSTRUCTIONS:

1. Fill out the application completely. Submit it with **four (4) required signed and sealed site plans by a Florida licensed engineer and the appropriate fee** to the Community Planning, Zoning and Development Division. In addition, Planning and Zoning requires one (1) elevation drawing, two (2) signed and sealed sets of drainage calculations, and two (2) signed and sealed sets of concurrency information. Failure to submit all required drawings with correct information will result in a delay of approval. The Community Planning, Zoning, and Development Division has five (5) business days to notify if an application is incomplete. AutoCadd site plans may be E-mailed to [planning@co.santa-rosa.fl.us](mailto:planning@co.santa-rosa.fl.us) - site plans received in this manner shall be for preliminary review purposes only.
2. Clearing of land and tree removal may **NOT** take place until site plans have been approved and a development order has been issued. Construction may **NOT** take place until a building permit is acquired.
3. Site Plan approval is required for all construction projects in the following zoning districts: P-1, P-2, R-2, R-3, HCD, PBD, PUD, C-1M, C-2M, M-1, M-2, HR-2, HC-1. A pre-submission review is required for projects in PBD, PUD, and Industrial type projects. A pre-application conference is strongly encouraged for all other development projects prior to submission.
4. The Community Planning, Zoning, and Development Division has fifteen (15) working days to review all site plans and ten (10) working days to review revisions.
5. All metal buildings require a facade. Indicate type of facade on site plans as well as on the required elevation.

**Note:** You may apply to the Building Department for a Building Permit after you receive approval from the Community Planning, Zoning, and Development Division. Construction plans may also be submitted to the

Building Department concurrently with your site plan submittal.

## II. PROJECT INFORMATION

** FOR OFFICIAL USE ONLY **	
Application No. _____ -SP- _____	Date Received: _____
FEE: _____	Receipt: _____
FLUM Designation: _____	Zoning District: _____

### PLEASE COMPLETE:

PROJECT NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

PARCEL ID NUMBER: \_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_

TYPE OF PROJECT/BUSINESS: \_\_\_\_\_

Gross floor area (sq. ft.): \_\_\_\_\_ Building height: \_\_\_\_\_

Geographical description and driving directions:

\_\_\_\_\_

\_\_\_\_\_

Owner's Name: \_\_\_\_\_

Owner's Address: \_\_\_\_\_

Owner's Telephone Number: (\_\_\_\_\_) \_\_\_\_\_

Engineer's Name: \_\_\_\_\_

Engineer's Firm: \_\_\_\_\_

Engineering Firm's Address: \_\_\_\_\_

Engineering Firm's Telephone Number: (\_\_\_\_\_) \_\_\_\_\_

Contractor Name: \_\_\_\_\_

Contractor's Firm: \_\_\_\_\_

Contractor's Address: \_\_\_\_\_

Contractor's Phone Number: ( \_\_\_\_\_ ) \_\_\_\_\_

Parcel Zoned: \_\_\_\_\_

III. **ATTACHMENTS:** (For development other than subdivisions.)

SITE PLANS SHALL INCLUDE AT LEAST THE FOLLOWING INFORMATION:

(According to the Santa Rosa County Land Development Code) <http://www.co.santa-rosa.fl.us/>

1. Land survey with complete legal description prepared and certified by a registered surveyor. **All architectural or engineering designs must be prepared by a professional architect or engineer registered in the State of Florida** pursuant to Florida Statutes 467 and 471 as exists or hereafter amended.
2. Site plans shall provide a vicinity map, address, and show the location of existing easements and rights-of-way.
3. Site plan with grades, contours, number of dwelling units, square footage of paved areas, and open areas.
4. Location of building with front, rear and side setbacks according to the Santa Rosa County Land Development Code. Include a copy of any approved variances. Indicate the building façade and entrance locations, and proposed building height.
5. A scaled drawing of the front of the building or structure, generalized floor plan indicating uses and square footage of each proposed use of all building or structures.
6. Location, heights and general character of perimeter of ornamental walls, fences or other screen devices.
7. Location and general character of all existing curb cuts, driveways, parking areas, within one hundred (100) feet of any proposed curb cuts, driveways, or parking areas. Label the number of parking spaces, provide dimensions, and the appropriate number of landscaped islands according to the total square footage of the proposed building.
8. Survey of existing trees by a specialist including genus, species, and caliper of existing trees on site. Location and general character, size and species of landscaped areas based on the performance standards criteria of the Santa Rosa County Land Development Code. Indicate trees to be removed. (SEPARATE APPLICATION REQUIRED)
9. Location, general character, and screening of all outside facilities for waste disposal, storage areas, display or utilities.
10. All pedestrian walks, yards and open spaces.
11. Location of proposed signs. (SEPARATE APPLICATION REQUIRED)
12. Copy of septic tank permit or sewer letter from the Health Department that demonstrates concurrency.
13. Surface water drainage plan and drainage calculations **certified by an engineer registered in the State of Florida.**

14. Copy of FDOT and DEP permit applications which demonstrate concurrency.
15. The approved site plan is contingent upon your receipt of all other applicable regulatory agencies permits and approvals
16. Provide deed or documentation to indicate when subject property was recorded.
17. Lighting plan with fixture cut sheets and photometric plan
18. **A final inspection approval is required by all applicable departments before a Certificate of Occupancy is granted. Violation of this requirement could result in a citation being issued.**

#### **IV. CONCURRENCY MANAGEMENT (CONSTRUCTION ONLY)**

Under any of the following criteria, the burden of demonstrating concurrency compliance shall be upon the developer or applicant. Such information shall be compiled and quantified prior to Site Plan Approval being given. (Please see Article five of the Santa Rosa County Land Development Code for more information on Concurrency Management). <http://www.co.santa-rosa.fl.us/>

1. The planned activity involves combined land and water area (to include submerges land leased area) exceeding three (3) acres unless the application is for the construction of a single family house;
2. The development is a residential project including ten (10) or more dwellings;
3. Development involves more than one thousand-five hundred (1,500) square feet of non-residential floor space;
4. When development is aggregate with other requests for a development order (permit) exceeds any of the above limits; or
5. When existing Levels of Service for affected roadways are at LOSE.

#### **V. FEE SCHEDULE (CONSTRUCTION ONLY)**

Note: Development Order review fees can be reduced by 20% if a licensed landscape architect is part of the project

design team as demonstrated on the site plan by a signature and seal.

SITE PLAN REVIEW (COMMERCIAL)

COST PER 100 SQUARE FEET

Gross Floor Area Up to 5,000 square feet	\$6.00
Each additional 100 square feet Up to 25,000 square feet	\$5.50
Each additional 100 square feet	\$5.00
Minimum review fee	\$25.00

SITE PLAN REVIEW (RESIDENTIAL)

Gross Floor Area Up to 5,000 square feet	\$4.00
Each additional 100 square feet Up to 25,000 square feet	\$3.80
Each additional 100 square feet	\$3.60
Minimum review fee	\$25.00